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BANNOCK COUNTY COMMISSIONERS' – MEETING

Commissioners' Agenda

The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1), Jeff Hough (District 2, Chair), and Ken Bullock (District 3). The BOCC generally meets twice weekly: Tuesdays & Thursdays at 9:00 a.m. Unless otherwise noted, meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho. During these public meetings, the BOCC may approve contracts, expend funds, hear testimony, make decisions on land use cases, and take care of other County matters.

Times are subject to change within 15 minutes of the stated time.

Thursday, September 4, 2025

9:00 AM Business Meeting (action items)

Agenda:

Work Session Agenda:

- Jamie Pehrson, Fair Board Coordinator, requesting to discuss (1) waived or reduced fees for Marsh Valley High School football bleacher rental and (2) waived or reduced fees for Arimo community bleacher rental (requested 10 minutes) (action item)
- Dillon Evans, Solid Waste, providing a Landfill update (potential action item)
- Anita Hymas, Assessor, seeking signature on Tax Cancellation Requests (requested 5 minutes) (action item)
- Shanda Crystal, Procurement, seeking to (1) discuss a recommendation to award the Janitorial Services Request for Proposal (requested 5 minutes) (action item)
- Kristi Klauser, Auditing, requesting a signature on County L2s that are due 9/4/2025 (requested 5 minutes) (action item)

- Buddy Romriell, Public Works, requesting an Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following Executive Session (requested 10 minutes) (action item)

Claims Agenda:

- Board of Ambulance District: Invoices and Commissioner Report
- Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications
- Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session
- Payroll Report
- Alcohol Licenses and Permits
- Certificate of Residency Approval
- Mileage Reimbursement Requests
- Technology Request Form
- Memorandum Authorization for Accounts Payable
- Cardholder User Agreement and Authorization

10:00 AM Bid Opening Landfill Entrance Construction Invitation to Bid (action items)



BANNOCK COUNTY COMMISSIONERS' – MEETING

Commissioners' Agenda

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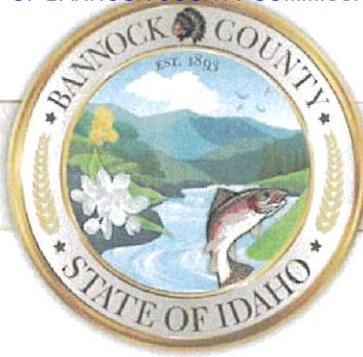
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BANNOCK COUNTY COMMISSIONERS
624 E. Center St., Pocatello, ID 83201
Phone: (208) 236-7210 • Fax: (208) 232-7363

ERNE MOSER
Commissioner
1st District

JEFF HOUGH
Commissioner
2nd District

JOHN CROWDER
Commissioner
3rd District

AGENDA REQUEST FORM

*The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at [208-236-7210](tel:208-236-7210), three to five working days before the meeting.*

E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Fairgrounds

Item to be considered/background:

Waived or reduced fees for bleacher rental
MVHS football - 6 days @\$600 per day - \$3,600
Armo community - 1 day - 3 set of bleachers @\$600 each - \$1,800

How much time will be needed? Meeting date requested:

10 minutes 9/4/25

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Jamie Pehrson, Alex Hauser, BC Fair Board, Kent Howell, Bill Jons

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:
Date: _____ Time: _____



Mailing Address: PO Box 231, Downey Idaho 83234
Email: jpehrson@bannockcounty.us Phone: 208-406-0654

Approved Signature _____
Approved Date _____
Approved Title _____

FAIRGROUNDS CONTRACT--DOWNEY IDAHO

This is a request for County approval. Please complete all information. Some items below may be used in a filing to the review of your contract. The following information is required for the review and consideration of your request to use a County Facility. Please use (only the original form) to file this request. All other requests are for information only.

RENTER INFORMATION

- Company/Organization Name: (event host) Marck Valley High School
- Contact Name: (who will sign the contract) Kent Howell Title: Athletic Director
- Mailing Address: 12655 S. Old Hwy 91
- City: Arimo State: ID Zip Code: 83411
- Daytime Phone: 208-254-3711 Evening Phone: 208-257-0769 Email: 12655oldhwy91@gmail.com

EVENT INFORMATION

- Event Name: High School Football Area Requested: MVHS Football Field
- Event Description: High School Football
- Event Dates: 9/5, 9/12, 9/20, 10/6, 10/13, 10/23 Estimated Number of Attendees: 700
- Event Start Time: 9:30 Event End Time: 9:30
- Additional Set Up or Tear Down Days (if needed): N/A
- Paid / Admission Event: YES NO cost: _____ Event Open to the Public: YES NO
- Will Alcohol Be Served/Consumed? YES NO (if yes, county permit (\$20) must be provided for each event)

THE COUNTY SHALL:

Permit the Applicant to occupy the space as written above, to prepare buildings or erect temporary booths, which Applicant may use for the event.

Permit the Applicant to display, demonstrate, sell, solicit or operate their business within the limits of their leased space.

Be responsible and liable for fire, theft, and accidents, but does not assume any liability for damages to goods or property of the Applicant from fire, theft, water or storm, or any liability for accidents to persons or property caused under, or by virtue of the operations of the Applicant and its employees.

Have a fire department and all property stored, used or located upon the leased space, or elsewhere upon the fairgrounds, if the Applicant is prohibited from removing the same from the premises of this contract or otherwise caused by the Applicant, and shall have the right to restrict such property to the leased space and to remove property of Applicant and any other person or all such as its own to satisfy and such other.

Have the right to all fairgrounds, unless otherwise permitted. If additional vendors are permitted there shall not be any other vendors on the fairgrounds.

THE APPLICANT SHALL:

Obtain approval for erection of buildings, tents, enclosures, structures and signs outside from County.

Not stain, dirt, tear, or do anything to change appearance of the walls. Do not use tape or concrete blocks.

Remove all temporary structures, tents, booths, etc. within twenty-four (24) hours after termination of lease. Applicant shall be responsible for the removal of all structures and signs from the fairgrounds.

Comply with all laws and ordinances of the Board of County Commissioners, County of Bannock, Idaho.

Agree to furnish security at its own expense as to persons and property for the protection of visitors attending and building during the event on the fairgrounds.

Applicant agrees to furnish the County a Certificate of Insurance, naming Bannock County and agents as additionally insured in a combined single limit policy, with policy being at least \$1,000,000 per occurrence and \$1,000,000 aggregate per year.

Applicant shall provide a security deposit as determined by the County. The security deposit shall be held in escrow for the County. The deposit will be held in a security holding. Deposit will be returned to Applicant if no damage to the County is caused. If damage to the County is caused, the deposit will be used to pay for the damage. If the deposit is not sufficient to pay for the damage, the County shall be responsible for the balance of the damage.

The Lessee will pay the building proceeds (rent) for the use of the fairgrounds for the event (unless other arrangements are made prior to the event) in the amount of _____.

Please make checks payable to: Bannock County, Idaho. All checks shall be deposited in per Idaho State Tax Commission rules.

Bannock County Fairboard



Mailing Address: PO Box 231, Downey Idaho 83234
Email: jpehrson@bannockcounty.us Phone: 208-406-9654

Payment Received:
Insurance Received:
Permits Received:
Feed/Desk Outlook Board
Spreadsheet Reservation Listing

FAIRGROUNDS CONTRACT--DOWNEY IDAHO

This is a request for facility reservation. Please complete all information. Incomplete information will result in a delay in the review of your contract. The following information is requested to assist in the review and consideration of your request to rent a County facility. Historical users (using their original dates) have first priority. All other requests are on a first come - first served basis.

RENTER INFORMATION

Company/Organization Name: (event host) Arimo Community and Neighboring Towns
Contact Name: (who will sign the contract) Bill Jones Title: Volunteer
Mailing Address: P.O. Box 157
City: Arimo State: Idaho Zip Code: 83214
Daytime Phone: 208-221-1952 Evening Phone: 208-221-1952 Email: bill@westernwoodart.com

EVENT INFORMATION

Event Name: Community Nativity Area Requested Arimo, Idaho
Event Description: Christmas - Celebration of the Birth of our Saviour Jesus Christ
Event Date(s): December 6, 2025 Estimated Number of Attendees: 100+
Event Start Time: 7:00 pm Event End Time:
Additional Set-Up or Tear Down Days (if needed):
Paid Admission Event: YES NO X cost Event Open to the Public: YES X NO No Charge
Will Alcohol Be Served/Consumed? YES NO X (If yes, county permit (\$20) must be provided and present at event)

THE COUNTY SHALL:

Permit the Applicant to occupy the space as written above, to prepare buildings or erect temporary booths, which Applicant may use during the rental periods.
Permit the Applicant to display, demonstrate, sell, solicit or operate their business within the limits of their leased space.
Use reasonable safeguards against fire, theft, and accidents, but does not assume any liability for damages to goods or property of the Applicant from fire, theft, water or storm, or any liability for accidents to persons or property caused under, or by virtue of the appliances of Lessee under this contract.
Have a lien upon any and all property stored, used or located upon the leased space, or elsewhere upon the fairgrounds by the Lessee for any and all damages sustained by the breach of this contract or otherwise caused by the Applicant, and shall have the right to restrain such property or any part of it without process of law, and may appropriate any or all such as its own to satisfy and such claim.
Reserve the right to all food concession, unless otherwise permitted. If additional vendors are permitted menu must not compete with menu of fixed site.

THE APPLICANT SHALL:

Obtain approval for erection of buildings, tents, enclosures, structures and signs outdoor from County.
Not nail, drill, paint, or do anything to change appearance of the walls. Do not use tape on concrete floors.
Remove all temporary structures, forms, booths, etc. within twenty-four (24) hours after termination of lease. Items left after that time become the property of the County to make such disposition as they shall see fit.
Not do any additional electrical wiring without permission of County.
Not permit any ale, beer or intoxicating liquor of any kind to be consumed by the Applicant, his employees, agents or guests without proper permit.
Comply fully with all laws and ordinances of the Bannock County Fire Protection District #1.
Agree to furnish security at his own expense, if it deemed necessary for protection of valuable displays and building during the event day and night.
Applicant agrees to furnish the County a Certificate of Insurance naming Bannock County and agents as additionally insured in a \$500,000 combined single limit policy, net policy form delivered to Event Center Office on (10) days prior to move-in time.
Applicant shall provide a security deposit of \$1000.00, cash or check, payable with reservation for facility rental and contract signed. Payment will be held in a facility building. Deposit will be returned if no damage or cancellations received 10 days prior to event or upon final inspection of facilities, provided there has been no damage and quality is returned in same condition as received.
The Lessee will pay the building grounds rental fee thirty (30) days prior to the event (unless other arrangements are made prior to the event) in the amount of \$1000.00 (see attached page for fee schedule).
Please make checks payable to Bannock County Fairgrounds. Sale tax shall be collected to applicable state and local tax rules.

Bannock County Fairboard

Date:

Date:



BANNOCK COUNTY COMMISSIONERS
 624 E. Center, Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363

ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

KEN BULLOCK
 Commissioner
 3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Dillon Evans

Department:

Solid Waste

Requestor Email:

dillone@bannockcounty.gov

Item(s) to be considered:

Monthly landfill update

Date of meeting being requested:

09/04/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201
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Requestor Name:

Anita Hymas

Department:

Assessor

Requestor Email:

randyh@bannockcounty.gov, anitah@bannockcounty.gov

Item(s) to be considered:

Tax Cancellation

Date of meeting being requested:

09/04/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:



**BANNOCK COUNTY
ASSESSOR'S OFFICE**

130 N. 6TH AVE., Pocatello, ID 83201
P.O. Box 4969, Pocatello, ID 83205

ANITA HYMAS
Assessor

Phone: (208) 236-7260
Fax: (208) 232-7074

September 4, 2025

Honorable Commissioners
Jeff Hough, Chairman
Bannock County Courthouse
Pocatello, Idaho 83205

Honorable Commissioners:

Please allow the following property tax cancellations pertaining to the **2024 property tax roll**. This request for tax cancellation does not affect the certified market value. Idaho Code 63-1302

PARCEL NUMBER	OWNER	EXPLANATION	TAX CANCELLATION
RPRPCPP056301	City of Pocatello	City owned	41.90
RPRPCPP090403	City of Pocatello	City owned	541.22

Sincerely,

Anita Hymas
Bannock County Assessor
CC: TRSR; FILE

BANNOCK COUNTY COMMISSIONERS

_____ Chairman

_____ Commissioner

_____ Commissioner



BANNOCK COUNTY
ASSESSOR'S OFFICE
130 N. 6TH AVE., Pocatello, ID 83201
P.O. Box 4969, Pocatello, ID 83205

ANITA HYMAS
Assessor

Phone: (208) 236-7260
Fax: (208) 232-7074

September 4, 2025

Honorable Commissioners
Jeff Hough, Chairman
Bannock County Courthouse
Pocatello, Idaho 83205

Honorable Commissioners:

Please allow the following property tax cancellations pertaining to the **2022, 2023 & 2024 property tax roll**. This request for tax cancellation does not affect the certified market value. Idaho Code 63-1302

PARCEL NUMBER	OWNER	EXPLANATION	TAX CANCELLATION
RPRPPOC328500			
Tax Year 2022	City of Pocatello	Donated to City from Historic Downtown Pocatello (Lookout Point)	582.92
Tax Year 2023			1067.66
Tax Year 2024			1130.06
RPRPPOC328700			
Tax Year 2022	City of Pocatello	Donated to City from Historic Downtown Pocatello (Lookout Point)	644.11
Tax Year 2023			1179.70
Tax Year 2024			906.18

Sincerely,

Anita Hymas
Bannock County Assessor
CC: TRSR; FILE

BANNOCK COUNTY COMMISSIONERS

Chairman

Commissioner

Commissioner

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Requestor Name:

Kristi Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.us

Item(s) to be considered:

Signature on County L2s that are due 9/4. The L2 will be completed once the budget is approved, amounts will be equal to or less than what was published.

Date of meeting being requested:

09/04/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

BANNOCK COUNTY COMMISSIONERS
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E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Buddy Romriell / Road and Bridge

Item to be considered/background:

Executive Session involving County Personnel.
Idaho Code 742061AB with Potential Action.

How much time will be needed? Meeting date requested:

10 Minutes

9/4/25

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Buddy Romriell, Kiel Burmester, Kristi Klauser and Matthew Phillips

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:
Date: _____ Time: _____